

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Community Services Director— Regional Park and Golf Services	Job Family: 2
General Classification: Management	Job Grade: 46

Definition: Manages the Shoreline Park and Golf Course Divisions of the Community Services Department. Responsibilities include managing division staff and operations as well as assisting the Community Services Director in the planning, oversight and operation of Shoreline at Mountain View, a 750-acre regional recreation and wildlife area, Shoreline Golf Links, an 18-hole course and associated administrative services.

Distinguishing Characteristics: The Assistant Director serves as full-line assistant to the director or assumes responsibility for a major division and, in addition, performs general administrative tasks for the director. Receives general direction from the Community Services Director. Exercises direct supervision over professional, supervisory, technical and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assists the Community Services Director in managing and directing the Shoreline Park and Golf Course Divisions and the larger Community Services Department. Assists in the strategic planning, coordination and implementation of overall division and departmental policy and administration.
2. Assists in developing department and division goals and objectives and implementation of policies and procedures.
3. Ensures that Shoreline and Golf divisions perform effectively by establishing goals, objectives and policy guidelines and by reviewing performance of each division and contractors.
4. Manages, directs and organizes personnel, facilities and other resources of each division to achieve an acceptable level of service.
5. Recommends the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies and implements discipline procedures.

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6. Ensures fiscal soundness of each division by working with the Director to develop, justify and administer the capital and operating budgets for each, including analyzing expenses and establishing rates and fees.
7. Represents the Community Services Department in meetings and on committees.
8. Manages large and complex projects including the annual department capital improvement program by coordinating work with other City departments as well as other organizations and agencies.
9. Negotiates contracts assuring compliance with City policies and sound management practices.
10. Oversees the department occupational safety and health program and assures compliance with associated laws and regulations.
11. Assures that division activities comply with pertinent Federal, State and local environmental rules and regulations.
12. Establishes a cooperative, collaborative relationship with employee labor organizations.
13. Manages by example and by creating a value-driven organization emphasizing customer service, communication and collaboration.
14. Ensures division programs utilize the best management practices and current technology.
15. Develops training programs for division functions to ensure up-to-date skills and services.
16. Researches and prepares technical and administrative reports; prepares written correspondence with clearly organized thoughts using proper sentence construction, punctuation and grammar.
17. Communicates orally with customers, clients or the public in a face-to-face, one-on-one setting, on the telephone or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice and explanations.
18. Makes prompt and effective decisions in both routine and emergency situations.

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19. Attends evening meetings and/or works various shifts, including nights, weekends and holidays.
20. Directs and oversees the development and operation of Shoreline at Mountain View, a 750-acre regional recreation and wildlife area including managing both operating and capital budget, meeting regulatory agency permit requirements, overseeing lease and/or other contractual agreements for sailing lake and other related facilities.
21. Directs and oversees the development and operation of Shoreline Golf Links, an 18-hole golf course including managing both operating and capital budget, meeting regulatory agency permit requirements, overseeing lease and/or other contractual agreements and other related facilities.
22. Assumes the role of Community Services Director in his/her absence.
23. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of recreation, golf and/or park management design and procedures; management, principles and practices necessary to ensure loss prevention and employee safety; principles and practices of strategic planning; municipal government structure and management; pertinent Federal, State and local laws and practices related to community services operations; municipal budgeting procedures and techniques; principles and practices of organizational development; principles and practices of supervision, training, and personnel management; principles of business correspondence and report writing.

Ability to: Develop and implement public recreation, golf and park programs, projects and procedures; communicate clearly and concisely, both orally and in writing; plan and organize; interpret and explain policies and procedures; select, train and supervise and evaluate departmental staff; coordinate and represent operations, programs and policies with Council, commissions, management staff, business and the community; develop, prepare and administer a budget; establish and maintain collaborative, effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to completion of a bachelor's degree in recreation, parks, public administration or a related field and five years of increasingly responsible experience in the management of recreation, golf and/or park operations and functions, three years of which must have been at the supervisory or management level. Completion of a master's degree in recreation or public administration or a related field is highly desirable.

Required Licenses or Certificates: Valid California Driver's License.

Established October 2000

Revised

CLASS SPECS

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